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பெருந்தோட்ட கைத்தொழில் அமைச்சு
MINISTRY OF PLANTATION INDUSTRIES



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இலங்கைத் தேயிலைச் சபை
SRI LANKA TEA BOARD

574 { ගාලු පාර, කොළඹ 03, ශ්‍රී ලංකාව
காலிவீதி, கொழும்பு 03, இலங்கை
GALLE ROAD, COLOMBO 03, SRI LANKA

Ref: TC/E/R/P

10th November 2016

Guidelines to New Applicants/Registered Exporters
Criteria for Registration as Exporters of Tea/Renewal of Registration

This replaces the even numbered guide line issued on 1st November 2010 on the above.

The Sri Lanka Tea Board has reset criteria for registration as an Exporter of tea and renewal of registration of exporters of tea in terms of the Tea (Tax & Control of Exports) Act No. 16 of 1959. The minimum requirements for registration of exporters of tea are stated below:

(I) Business Registration

Applicants should hold valid business registration Certificates issued by the Registrar of Companies of Provincial Registrar of Business Names. In the case of BOI approved projects certified copy of BOI approvals should be furnished. In case of registered exporters if any changes happened of the business registration it should be intimated to the Sri Lanka Tea Board immediately.

(II) Capital

All new comers who wish to register as exporters of tea in terms of the Tea (Tax & Control of Exports) Act No. 16 of 1959 should have a minimum capital (invested/paid up) of at least Rs. 1.0 Million.

(III) Premises

(a) Office

The premises should be suitable for tea export business and should be complete with all approved infrastructure facilities including:

1. A Name Board should be displayed permanently in front of the office premises for easy identification.
2. Sufficient key staff with experience in the tea exports business.
3. Ownership of the business premises shall be confirmed by a deed or a lease agreement.

සභාපති
தலைவர்
CHAIRMAN } T: +94 11 2590968
F: +94 11 2585701

අධ්‍යක්ෂ ජනරාල්
பணிப்பாளர் நாயகம்
DIRECTOR GENERAL } T: +94 11 2508991
F: +94 11 2582122

පොදු ද. අංකය
பொது தொ. எண்
GENERAL NO } T: +94 11 2587814
F: +94 11 2583687

ෆැක්ස්
தொலைநகல்
FAX NO } T: +94 11 2587341
F: +94 11 2589132

TEA COMMISSIONER
T: +94 11 2580182
F: +94 11 2580161

TEA PROMOTION
T: +94 11 2583343
F: +94 11 2587341

ADMINISTRATION
T: +94 11 2586053
F: +94 11 2589132

FINANCE
T/F: +94 11 2580162

ANALYTICAL LABORATORY
T/F: +94 11 2581576

(b) Warehouse

With regard to storing, blending and packing operations of tea, warehouses should have adequate space for storing of tea, blending operations and all other minimum requirements laid down in terms of the Sri Lanka Tea Board (Warehousing of Tea) Regulation 1984 as amended by the Regulations published in Gazette Extraordinary No. 1280/8 of 20.03.2003.

Contract blenders and warehouse owners should restrict the issue of letters of consent for storing, blending and packing operations of tea taking into consideration of the availability of infrastructure facilities, storing capacity and space. Letters of consents issued by sub lessees will not be entertained. All applications shall have valid registration under the above regulation for the premises intended to be utilized for storing of tea.

A residence or portion of a residence will not be allowed for storing or blending or packing operation of tea for export purposes.

(IV) Staff

Applicants for registration as exporters of tea should have at least one Tea Taster in their staff who should possess trading experience in a recognized tea exporting /brokering firm. The trade experience and ability acquired will be verified by the Board. The Names of the Directors and Tea Tasters should be indicated in the application.

(V) Inspection and Interview

The business premises, Tea Tasting Facilities and warehouse of the applicant will be inspected and the applicant will interview by the Panel appointed by the Sri Lanka Tea Board before the registration is considered.

(VI) Registration/Renewal Fee

Registration fee of new applicant and a renewal fee of registered exporters are appended below:

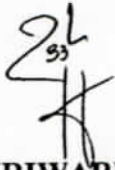
- *New Applicant.....Rs.25,000.00/- + NBT+VAT
- *Renewal of Large Category.....Rs.500,000.00/- +NBT+VAT
- *Renewal of Small Category.....Rs.50,000.00/- +NBT+VAT

- *Exporters of tea whose annul volume of tea exported 1 Million kg.& the above **Large category**
- *Exporters of tea whose annul volume of tea exported below 1 Million kg **Small category**

(VII) Applicants are required to forward duly completed applications (Form TC/E/R) to the **Deputy Tea Commissioner, Tea Exports Section, Sri Lanka Tea Board 574, Galle Road, Colombo 3** together with

- (a) Certified Copy of Business Registration Certificate,
- (b) Certified Copy of Articles of Association. Partnership Agreement/ Sole Proprietarily Business Registration.
- (c) Form 20 (in case limited liability companies)
- (d) Certificated from Auditors/Chartered Accountant for paid up capital/invested capital or certificate issued by Registrar of Companies.
- (e) Letter of consent with copy of valid warehouse registration issued by the Sri Lanka Tea Board from the warehouse owners and certified copy of lease agreement/rental etc., if warehousing facilities are not owned by the applicant.
- (f) Tea Taster's consent Letter
- (g) Receipt for the payment of Registration Fee (Payment to be made to the Finance Division of the Sri Lanka Tea Board).

Any further clarification in this regard could be obtained from **Tea Commissioner Tel: 2580182 / Deputy Tea Commissioner of Tea Exports Section Tel: 2504090.**



**S.A.SIRIWARDHANA
DIRECTOR GENERAL**

**S.A. Siriwardhana
Director General
Sri Lanka Tea Board
574, Galle Road
Colombo - 03**

Copy:

1. Secretary ,Ministry of Plantation Industries
2. Chairman,Sri Lanka Tea Board
3. Tea Commissioner
4. Senior Internal Auditor,Sri Lanka Tea Board
5. Chairman,Colombo Tea Traders Association
6. Chairman,Tea Exporters Association
7. Chairman, Association of Small and Medium Exporters of Tea.

To be furnished in duplicate to:

Form – TC/E/R

Deputy Tea Commissioner,
Sri Lanka Tea Board,
Tea Exports Section,
574, Galle Road,
Colombo 3.

**SRI LANKA TEA BOARD APPLICATION FOR REGISTRATION AS AN EXPORTER OF
TEA
IN TERMS OF THE TEA (TAX & CONTROL OF EXPORTS) ACT NO. 16 OF 1959**

1.0 ORGANIZATION: 1.1 Company Name 1.2 Name of Applicant	
1.3 Business Registration No & date Of Registration(Please annex a Certified copy of Business Registration)	
1.4 Type of Organization Please state whether Limited Liability Co., Partnership or Sole Trade. In the case of Limited Liability Co., Please annex A certified copy of Articles of Association and Form COM 48	
1.5 Please state whether you are a BOI Approved project. If so, please attach Certified copy of BOI approval	
1.6 Please state whether you are <ul style="list-style-type: none">• a Registered Tea Manufacturer. If so, Please indicate Factory Reg. No.• a refuse tea processor if so, please indicate the license. No.• a local dealer of tea if so, please indicate the business address	
1.7 Business Address	
1.8 Telephone, Telex, Fax Nos. & E-mail address	
1.9 (a)Name of Managing Director/ Partner/Proprietor (b)Names of other Directors	
1.10 If subsidiary/Associate Company, Give name of Holding Company	

<p>1.11 Whether you or any Directors have engaged in tea Export business earlier?</p> <p>If so, indicate name of the business & Reg. No.</p>	
<p>2. FINANCIAL RESOURCES</p> <p>2.1 Name of Bankers with their addresses</p>	<p>1.</p> <p>2.</p>
<p>2.2 Capital (Kindly refer minimum criteria of the Circular supporting documents should be annexed)</p>	<p>Invested/Paid-up Rs.</p>
<p>3. OPERATION</p> <p>3.1 Details of staff presently Employed(Please indicate names & Trading Experience of Tea Taster/s) Copies of certificates should be annexed</p>	<p>CEO- Working Directors- Tea Director/Managers- Stores Manager – Tea Taster/s- Executives- Clerk-</p>
<p>3.2 Location & Tea Tasting facilities</p>	
<p>4. WAREHOUSING OF TEA</p> <p>4.1 Location/s of warehouse/s</p> <p>4.2 Whether owned by you or on lease (Please attach A copy of lease agreement)</p> <p>4.3 If owned by others, names & addresses of the owners</p> <p>4.4 Is a fitness certificate for the warehouse available?</p> <p>4.5 Whether the warehouse and teas to be stored There are covered by insurance, If so, the name Of the insurer and Policy No/Date</p> <p>4.6 Are you obtaining services from contract Blender/s If so, the name & address of the Blenders</p> <p>4.7 Warehouse Registration No. (Copy to be annexed)</p> <p>4.8 Whether the warehouse provided by sub-lessee. If so declare name of sub-lessee</p>	

I/we hereby declare that the particulars furnished in the application are true and correct. If any of the declarations made above is found to be false /incorrect, I am/We are aware that my/our Registration as an Exporter of Tea is liable for cancellation.

Date:.....

.....

Signature of Applicant

Name in block letters:.....

Rubber Stamp

N.B

1. This form should be signed by the CEO/Managing Director/Managing Agent or by the Proprietor as the case may be
2. Please indicate the location of your Business Premises/Warehouse with route/s for easy identification
3. All information should be furnished
4. Registration fee Rs. 25,000/- is to be paid by all new applicant. If renewal applicable fee as per the information sheet to be paid. Please annex receipt. If payment is made by cheque, the cheque for the amount should be drawn in favour of "Sri Lanka Tea Board"

FOR OFFICE USE ONLY

Received on :

Application checked on :.....

Inspection on:.....

Interviewed on:.....

Application rejected on

Registered on :.....

Under No.TC/E/R.....

Any remarks:



SRI LANKA TEA BOARD

Form: TC/E/PR

To be furnished to:

Deputy Tea Commissioner (Exports)
Tea Exports Section,
574, Galle Road,
Colombo 3.

Registration Fee Rs. 25,000/-
Annual Renewal Fee Rs. 10,000/-
Above fees are excluding NBT & VAT

**APPLICATION FOR REGISTRATION/ RENEWAL OF TEA PACKERS FOR THE YEAR.....
SRI LANKA TEA BOARD (REGISTRATION OF TEA PACKERS)REGULATIONS 1986**

1. 1. i. Business Name & Address :.....
.....
.....
.....
- ii. Telephone/Fax Nos.:
- iii. E-mail Address:
2. 2.1 Packer Registration No.:.....
- 2.2 Exporter Registration No.:
3. Nature of Packaging: a) Domestic Consumption only
(Please underline what b) Export only
is relevant) c) Both domestic consumption & Export
d) On contract basis
4. Address of premises used for storing
Blending & Packing operation of tea/
Warehouse Registration No.
(If you are using the warehousing
facilities not owned by you, please
attach a letter of consent obtained
from the owner of the warehouse)
5. Source of purchase of tea:
(i.e. Auction, Private Sale, Direct Sale)

6. Description of retail packs:

6.1 For Local Consumption only:

Brand Name	Type of Pack	Net Weight	Whether Lion Logo used	Indicate whether you own the brand if so, please attaché copy of registration

6.2. For Export

Brand Name	Type of Pack	Net Weight	Whether Lion Logo Used	Indicate whether you own the brand if so, please attaché copy of registration

7. Estimated volume of teas to be packed for the yearfor

Local Consumption - Metric Tons

Exports - Metric Tons

On contract basis - Metric Tons

8. Countries of export of packeted teas with specific reference to Brand Names:

9. If packing operation is on contract basis, indicate name and addresses Brand Owners:

I/We hereby declare that the above particulars are true and correct.

Date:.....

.....
Signature of Applicant

Name:.....

N.B. Registration fee payable is Rs. 25,000/-. Please annex receipt. If payment made by cheque, the cheque for the amount should be drawn in favour of " Sri Lanka Tea Board "

(FOR OFFICE USE)